Catholic Diocese of Sioux Falls
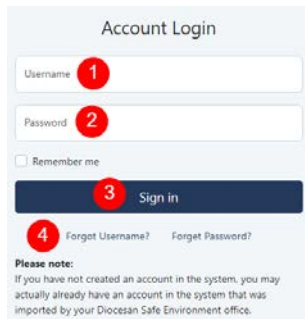*Safe Environment Program*

How to complete the Safe Environment Program

Step 1: Sign-in to your CMG Connect account

Go to https://siouxfalls.cmgconnect.org/users/sign_in to sign in to your CMG Connect account.
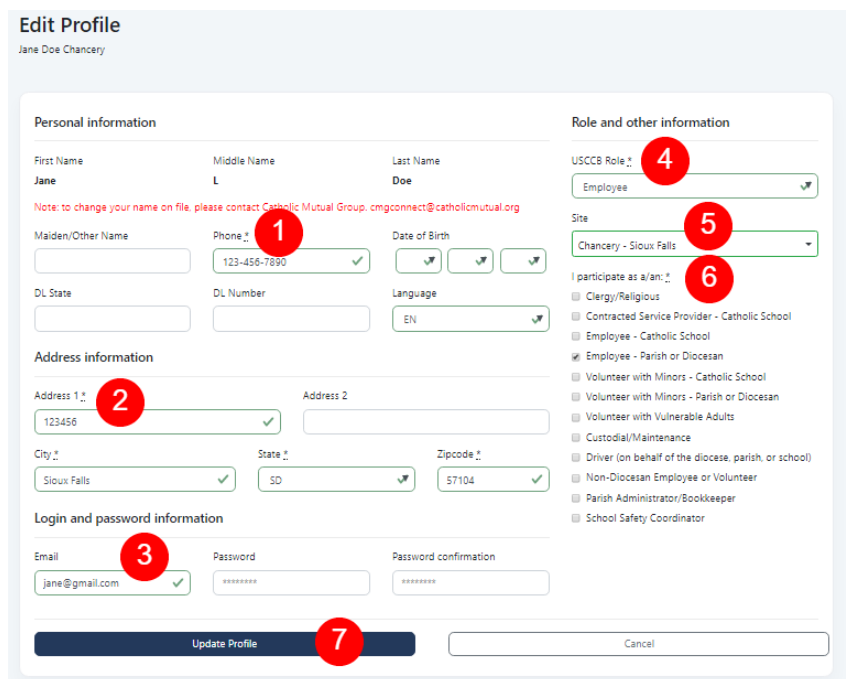
1. Type in your username
2. Type in your password
3. Click the "Log me in" button to Login
4. Click on "Forgot Username? Or Forget Password? If you cannot remember your username or password. If you did not enter an email when you created your account you will not be able to retrieve your password. Please contact support at cmgconnect@catholicmutual.org between 8am -5pm, M-Th for assistance. Be sure to check your spam folder.

Step 2: Update your account profile

The first screen you will see after you sign-in is your Dashboard. This is where you will complete required curriculums. However, before you begin, please update your profile first.

Go to "Edit Profile" and update changes to your:

1. Phone Number
2. Mailing Address
3. Email address *(if blank, add your email account so you can retrieve forgotten passwords. Do not use an email account you share with someone else. Each account can be associated with only one email address)*
4. USCCB Role *(this is your general role for the diocese; if you have a teaching certificate from SD and are a teacher at a Catholic school, choose "Educator")*
5. Site *(if an employee, choose your employer, otherwise choose the site where you are active).*
6. Participation Category *(check all that apply)*
7. Click the "Update Profile" button to save your changes.

OPTIONAL: If you want to change your password, type over the asterisks in the *Password* and *Password Confirmation* fields, then click "Update Profile" to save your changes.

Step 3: Complete all safe environment program requirements

After you have updated your profile, go back to "Dashboard". Safe Environment awareness curriculums are located under "Required Trainings". The curriculum to authorize a criminal background check is located under "Optional Trainings".

1. **Annual Awareness Curriculum:** Choose the curriculum for the setting where you are volunteering for employed. If you are active in a school and a parish, only choose one of the curriculums to complete. Click on Start⊕ to begin the curriculum. This curriculum expires on June 30.

   Notes: The curriculum will guide you to completion. Each video needs to be watched in one sitting otherwise it resets to the beginning. Once you finish a video, it should automatically advance to the next page.
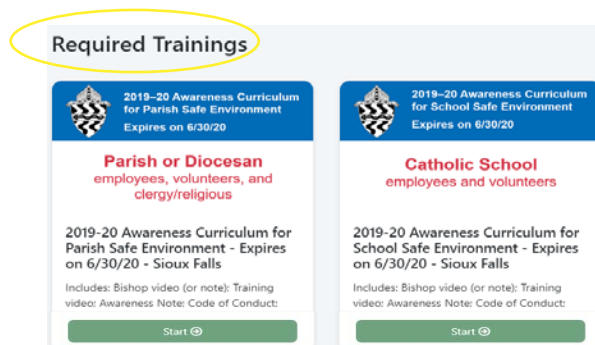
2. **Criminal Background Check:** Check your background check status box. If the date listed is <u>before</u> July 1, 2014, or shows "Expired", scroll down to "Optional Trainings" and click Start⊕ on the *Authorize a Criminal Background Check* curriculum. After this initial check, you will need to renew every six years.

   Notes: <u>The background check is required for all employees and volunteers.</u> We do not accept background check results from other organizations. New hires in Catholic schools are required to complete a DCI/FBI fingerprint check (coordinated by the school).
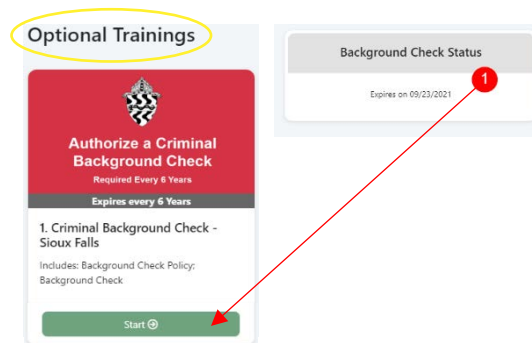
3. **Vulnerable Adult Awareness Curriculum.** Like the criminal background check curriculum, the Vulnerable Adult curriculum is also located under "Optional Trainings". Click Start⊕ if your employee or volunteer duties include vulnerable adults. You will need to renew this curriculum every three years.

   Notes: A *vulnerable adult* is someone who is unable to care or protect themselves as a result of advanced age and/or a mental or physical condition. This curriculum takes approximately five minutes to complete. All employees and volunteers are encouraged to complete this curriculum.

FAQ

- **Help!** Click on ⑦ Support for assistance. Make sure you have an email associated with your account as this is how support is administered.

- **Am I done?** To confirm you have completes the required curriculums, go back to your Dashboard and look where the Start⊕ was once located. If it reads Complete ⊘, you have completed the currciulum. You will also have the option to download a certificate of completion. If it reads Resume ⊕, you did not complete the curriculum. **Note:** your criminal background check may read as "Resume" until it has been processed by our vendor.

Logout when all curriculums are complete. Thank you for your time, talents, and vigilance!